

## How to Use the Billing Notes Tab in the Online Search & Report on Permit Applications

The Online Search & Report on Permit Applications has a slightly new look and the addition of a new tab: Billing Notes.

Billing Notes provide DDES customers with additional detail about hourly charges billed to a project. The notes should correspond with hourly charges shown on a customer's invoice or project management statement.

To view the Billing Notes, go to the Online Search & Report on Permit Applications at <http://www.metrokc.gov/ddes/permits/reports/permitnotes.aspx>. Click the "I Accept" button on the home page and select the "Billing Notes" tab to use the TRS Notes functionality.

Online Permit Report: Billing Notes Search - DDES King County, Washington - Microsoft Internet Explorer provided by King County

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Address <http://www.metrokc.gov/ddes/permits/reports/permitnotes.aspx> Go Links

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**Department of Development and Environmental Services**  
DDES Homepage

### Online Search & Report on Permit Applications

Search Home Permit Search Reports **Billing Notes**

Billing Notes provide DDES customers with additional detail about hourly charges billed to a project. The notes should correspond with hourly charges shown on a customer's invoice or project management statement. For questions about any billing comments, please contact your DDES Project Manager or the DDES Billing Hotline at 206-296-6659.

**To find billing notes for a specific permit, enter the permit number in the field below, then click the Search button.**

Permit Number:  Search Reset

Permit application types, status definitions, and action codes are available online as follows:

- Type of Permits:** Lists all composition types and sub-types for each report grouping. PLEASE NOTE: *Permit groupings were revised May 2002.* For more information about each permit type listed, visit our [Permit Application Information](#) page.
- Status Definitions:** Provides general definitions for statuses indicated on these reports for pending, waiting for customer information, approved, issued, etc.
- Action Codes:** Provides an explanation of inspection and approval action codes used.

Please e-mail questions or comments to [DDESWebInquiries@metrokc.gov](mailto:DDESWebInquiries@metrokc.gov) or contact Paula Adams at 206-296-6682.

Updated: March 14, 2006

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Internet

Enter a permit number to search on. There are three types billing documents sent to our customers: Invoice, Project Management Statement, and Statement. If your permit has more than one billing document, you will be presented with multiple options to link to the appropriate report.

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## Online Search & Report on Permit Applications

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**2 documents found** (click document to display your choice)

Document	Date
<a href="#">Project Management Statement</a>	8/24/2005
<a href="#">Invoice</a>	4/12/2004

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Done Internet

If the permit only has one report, you will directly go to the notes page after launching the search.

Online Permit Report: Billing Notes Report - DDES King County, Washington - Microsoft Internet Explorer provided by King County

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Address <http://www.metrokc.gov/ddes/permits/reports/billingnotes.aspx?doctype=invoice&docnumber=0604296638&permitnumber=a05pm447> Go Links

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## Notes for Invoice

**Please Note:**  
Hours shown represent all activity posted as of the Document Date. Any activity performed on or after the Document Date is not included. All notes for hours billed during the current billing period are listed. Tasks that are self-explanatory, such as Travel Time, may not have associated notes. Please call the DDES Billing Hotline at 206-296-6659 if you have any questions.

**Report Header**

<b>Customer:</b>	MT DEVELOPMENT, LLC
<b>Billing Address:</b>	ATTN: ALICIA MENA 11625 RAINIER AVE S SEATTLE, WA 98178
<b>Project Location:</b>	
<b>Permit:</b>	A05PM447
<b>Type / Subtype:</b>	PREAPP-M / BSD
<b>Document Date</b>	4/10/2006
<b>Invoice Number</b>	0604296638

FUNCTION	TASK	EMPLOYEE NAME	WORK DATE	HOURS	RATE	AMOUNT
Project Management	Pre-Application Meeting Follow Up	Jarrod Lewis	3/8/2006	0.25	\$144.90	\$36.23

**Notes:** Cedar Ridge 2 mand. pre-app (follow-up coord. w/applicant)

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**TRS Note**

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Done Internet

- **Title of Report:** Invoice, Project Management Statement, or Statement
- **Report Header:** General Customer and Report Information show at the top of the customer's billing statement
- **Function Item Detail:** Details of each billing item on the customer's billing statement
- **TRS Note:** Corresponds with the above function item detail. It describes the function performed by the DDES staff member and entered in the TRS Notes application.

If you still have questions about your invoice, project management statement, or statement, please contact the billing hotline at (206) 296-6659.